



APPLICATION FOR SITE PLAN REVIEW CITY OF BERLIN, NEW HAMPSHIRE

1. Name of applicant: _____
NOTE: Original signature required. If the applicant is not the property owner, a letter of authorization is required from the owner.

2. Current mailing address/telephone number: _____

3. Date of submission: _____

4. Location of proposed subdivision:
Tax Map # _____ Lot # _____ Zoning District: _____

5. Fees

A. Filing fee of:

\$100.00 – Administrative site plan (staff review only, no Planning Board Review)

\$100.00 – Conversion/Change of use/New commercial use – no new construction site plan

\$250.00 – New construction Site Plan

\$ _____

B. Notice fees:

Current cost of certified return receipt mail

x _____ Notices = \$ _____

\$40.00 for public notices

\$ _____

TOTAL DUE WITH APPLICATION

\$ _____

C. In accordance with RSA 676:4.I(g), additional reasonable fees shall be

charged should the Board require special investigative studies or the advice of an expert to review plans and to cover legal expenses.

I hereby authorize the Berlin Planning Board and its agents to access my land for the purpose of reviewing this Site Plan, performing any inspections deemed necessary by the Board or its agents, to ensure conformance of the on-site improvements with the approved plan and all City of Berlin ordinances and regulations.

Applicant's Signature:_____ **Date:**_____

For Planning Department Use Only

Date Received by Planning Department:

Is Application completed (submission of fees, mylar plans, application, and abutters)?:

Received By:

Comments:

Other permits necessary for project:

Permit _____ Department _____

Legal notice:

Paper _____ Publication date _____ Cost _____

Places and Date Posted

Notices: Number _____ Date Mailed _____ Cost _____

Public Hearing Date: _____

Action by Planning Board: ☐ Application Accepted Date
 ☐ Project Approved Date
 ☐ Project Disapproved Reason

Fees Received: Amount _____ Date _____

Notice List

Property Information:

Address:

Tax Map # _____ Lot #

Property Owner=s Information:

Name: _____

Address:

Please list below all abutters to the property, each holder of conservation, preservation or agricultural preservation restrictions and every engineer, architect, land surveyor, soil scientist, or other licensed professional whose seal appears on the plans. An abutter is defined as any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board (RSA 672.3). The City Assessor's office can assist with providing this information.

Tax Map _____ Lot _____ Owner Name:
Address:

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